

Department of Public Health  
and Human Services

Section:  
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:  
WoRC Participation

**Supersedes:** TANF 701-2 (07/01/05); TB-23 (8/21/06)

► **References:** ARM 37.78.102, .206, and .216; 45 CFR 261.30 - .36; Deficit Reduction Act of 2005;

► **GENERAL RULE**-- Individuals who are referred to the WoRC program on the Family Investment Agreement must negotiate an initial Employability Plan (FIA/EP) with the WoRC Case Manager before the household is eligible for TANF cash assistance.

The FIA/EP is a document listing activities and mutual obligations of the WoRC program and the participant regarding the course of action to empower the participant to become self-supporting.

► **SCREENING TOOLS**

Upon enrollment with the WoRC Program, the following three screening tools must be used by the WoRC Case Manager to establish or re-establish a baseline of barriers to employment, and to determine appropriate work activities for the FIA/EP:

► **SCREENING GUIDE (HCS-731)**

The individual needing to negotiate a FIA/EP will respond to a screening guide. The Screening Guide (HCS-731) is a tool to gather information about the participant's strengths and barriers, which in turn identifies the action plan and the need for specific activities. The WoRC Case Manager reviews the information on the Screening Guide with the participant to determine appropriate referrals and activities for the FIA/EP. (See TANF 701-3 for Participation Components.)

► **DOMESTIC VIOLENCE SCREENING QUESTIONNAIRE (HCS-326)**

The second tool used by the WoRC Case Manager is the Domestic Violence Screening Questionnaire (HCS-326). The Universal Notification (HCS-174) letter is given to the participant and a referral is made to the Montana Coalition Against Domestic and Sexual Violence (or other appropriate counselor/entity dealing with domestic violence) if the screening results warrant such action.

The WoRC Case Manager enters a "Y" in the Family Violence field on the EMPL screen to indicate there is family violence in the current household when:

1. The participant answers "yes" to questions on the Domestic Violence Screening Questionnaire (HCS-326); and

2. The participant takes part in counseling/support groups, etc. related to family violence issues.

**► LEARNING  
NEEDS  
SCREENING  
TOOL  
(HCS-732)**

The individual will also complete a Learning Needs Screening Tool (HCS-732) upon enrollment. This tool reviews an individual's learning history and begins to identify potential barriers to successful employment outcomes. If a participant scores 12 or more on the Learning Needs Screening Tool, further assessment is recommended and implemented through a referral to the local Adult Basic and Literacy Education office. Although only required at initial enrollment, the Learning Needs Screening Tool is updated any time the WoRC Case Manager believes literacy barriers exist.

**PARTICIPATION  
HOURS**

The number of hours that an individual must participate in activities is based on whether it is a single parent or two-parent household.

Participation in all activities should continue even if the case will be closing at the end of the benefit month or the participant will be sanctioned the next month. Childcare assistance also continues through the end of the benefit month in these instances.

**► SINGLE  
PARENT  
HOUSEHOLD**

The following individuals are required to participate in allowable work activities a minimum of 132 hours per benefit month (an average of 33 hours per week):



1. Single parent households (including teen parents living independently and minor parents who are not living with another adult);
2. minor children age 16 or 17 and not attending school; and
3. teen parents not living independently, who are not attending school.



**NOTE:** A participant who is under 20 years old who does not have a high school diploma or GED can meet his or her participation requirement by participating in Educational Activities (HSE) an average of 20 hours per week (Code 132 HSE on WRCS and reconcile 132 HSE on EMPR.)

**► TWO-PARENT  
HOUSEHOLD**

If the filing unit contains **two or more able-bodied adults** coded 'A', or 'I', with a participation code of 'IN' or 'DQ' (for any reason), TEAMS will require a 2-parent indicator to be entered in the 2-parent indicator field on SPRD.

If the 2-parent indicator field is set to 'U', this is considered a **“two-parent”** household for participation hours and each “adult” who has a

FIA/EP is required to participate a minimum of 152 hours per benefit month (an average of 38 hours per week).

- ▶ **NOTE:** If there are any minor children (age 16 or 17) not attending school (adult/child indicator 'T') or teen parents not living independently and not attending school (adult/child indicator 'F') in a two parent household, the minor child or teen parent not living independently is required to complete 132 hours of FIA/EP activities. The 'adults' must complete 152 hours of FIA/EP activities.
- ▶ **NOTE:** A participant who is under 20 years old who does not have a high school diploma or GED and is in a two parent household can meet his or her participation requirement by participating in Educational Activities (HSE) an average of 20 hours per week (Code 152 HSE on WRCS and reconcile 152 HSE on EMPR).
- ▶ If one or both of the parents is incapacitated, (either temporarily or permanently) the 2-parent indicator field on SPRD is set to 'I'. This household is considered a single parent household only for purposes of assigning participation hours.
- ▶ TEAMS will set a 'Y' or 'N' in the "TWO PARENT" field on the EMPL screen and will perform edits on participation hours as appropriate based on this indicator.
- ▶ **VERIFYING PROGRESS** Verification of progress is very important, especially as the individual nears the 60-month time limit. The Deficit Reduction Act of 2005 outlined specific criteria for verifying and documenting a participant's participation in work activities. This verification and documentation process will be the responsibility of the WoRC Case Manager, with assistance from the OPA Case Manager, if appropriate. For more specific information, please refer to the WoRC Guidelines manual.

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